

LPHA ISSUANCE INSTRUCTIONS – BIRTH AND DEATH

BIRTH CERTIFICATES (BN30-BN31)

GENERAL GUIDELINES:

The Local Public Health Agencies (LPHA) have access to BN30, BN31, DN30, DN31 and BR02 from the mainframe system.

BN30 – Name inquiry for birth records.

BN31 – Verification of birth information. Operator enters application information and can issue a certified birth certificate.

BR02 – Inquiry by county. Used to

DN30 – Name inquiry for death records.

DN31 – Verification of death information. Operator enters application information and can issue a certified death certificate.

If a record needs to be reprinted and is requested again at a later date (within same month) each county will be able to see only the applicant information and mailing information that applies to their own county (ie: a record printed by St. Louis City will not be displayed to show to St. Louis County office if an applicant comes into the St. Louis County office).

We do track what county issued the certificate. If counties have problems, contact the State Office, they will be able to assist with questions. The State Office will be able to retrieve applicant information that you have added for assistance if necessary. The State Office will not be able to change your records.

F5 will allow the record to be printed. There are cases when the F5 key will need to be used several times to actually allow you to print the certificate.

Once signed on to PROD the Birth Application can be processed. The operator must clear screen using Pause/Break and type '**BN30**' depress CTRL/ENTER. When BN30 is displayed type child's last name, initial of first name and date of birth, depress CTRL/ENTER. Date of Birth is entered using two (2) numeric numbers for month (01-12), four (4) numeric numbers for year birth. Example: John A. Doe born December 12, 1993 would be entered as:

```
BN30          DOH - BIRTH INQUIRY
LAST NAME: DOE      FIRST: J  MOYR: 121993  CNTY:
*****
***** INFORMATION ON THIS SCREEN IS CONFIDENTIAL *****
***** AND SHALL BE USED FOR OFFICIAL STATE PURPOSES ONLY *****
SEARCH YR
V F CERT NO  YEAR ST CHILDS LAST  FIRST  M S PARENT NAME      REMARK
V 999999    1993 29 DOE             JOHN   M SMITH      JANE
  000999    1992 29 DOE             H      JON         M TURNER

F1=          F2=          F3=DN30    F4=          F5=          F6=BR02 FEE INQUIRY
F7=RESTART  F8=FORWARD  F9=        F10=         F11=         F12
MUST USE V=VERIFY
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All records that match the name or a soundex match of the last name Doe, J 121993 would be displayed on the screen. If additional records exist the message 'MORE NAMES AVAILABLE--F8' will be displayed. To view additional records use F8 to page forward.

If the record is displayed to be processed type a "V" by the record. The operator must depress CTRL/ENTER to continue processing. The program will then transfer to BN31 to add address information

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BN31                                DEPARTMENT OF HEALTH VITAL RECORDS    PAGE
LAST NAME: DOE      FIRST INT: J  MOYR: 1293  COPIES: 1
REC CNTY:
FILE DATE  BIRTHDAY  CERT NO.  MAG NO    RECORDED CITY NAME
02/25/94   12 121993   999999          BRIDGETON

CHILD FIRST MIDDLE  LAST  NAME SFX SEX STATE--RECORDED--COUNTY
JOHN      A      DOE      M    MO  ST LOUIS

MOTHER FIRST MI LAST  RACE AGE  NATIVITY
JANE      A SMITH  1    28  MISSOURI
FATHER FIRST MI LAST  RACE AGE  NATIVITY
JOHN      A DOE    1    30  KANSAS

DEATH CERT NO  DATE DEATH  NAME ON DEATH  MOTH SSN  FATH SSN
94 29 004799   02/15/94  JOHN          A DOE      499999999  599999999
AMT DUE:          THIS REQ 00001500  AMT REF:
  APPL FIRST  LAST      MAIL FIRST  LAST
  NAME
  ADDRESS
  ADDRESS
  CTY      ST  ZIP      CTY      ST  ZIP
PF5=PRINT
  
```

Once the BN31 screen is displayed and verification has been completed, you are now ready to enter the information needed to process this record. AMT DUE, APPL, ADDRESS, CITY, ST and ZIP must be entered from application information. Mail address information is optional. The field THIS REQ will have a value of '00001500' inserted onto the screen. This amount can be changed if necessary to accommodate the request. The AMT REF is the field that can be used if the county/city wants the amount of refund to print on the fee receipt. After all the information has been entered the operator can now use F5 if the record can be printed. Refer to ERROR MESSAGES if problem with printing record.

If the record has been printed the operator is now ready to start the next request. The next application can be entered using child's information. This can be typed over the existing name that appears on the screen. Once the CTRL/ENTER is pressed transfer will be returned to transaction 'BN30'. The search will display the new names entered with all matches from the search. The operator can then return to BN30 to continue processing applications.

LPHA ISSUANCE DN30 PROCESSING

The operator must clear screen using PAUSE/BREAK and type 'DN30' depress CTRL/ENTER. When DN30 is displayed type decedent's last name, initial of first name and date of death, depress CTRL/ENTER. Date of Death is entered using two (2) numeric numbers for month (01-12), four (4) numeric numbers for year death. Example: John A. Doe born December 12, 1993 would be entered as:

```
DN30                                DOH - DEATH INQUIRY
LAST NAME: DOE          FIRST J  MOYR: 121993  CNTY
***** INFORMATION ON THIS SCREEN IS CONFIDENTIAL *****
***** AND SHALL BE USED FOR OFFICIAL STATE PURPOSES ONLY *****

V  CERTNO YEAR ST DECS LAST  FIRST  M S CAUSE SSN   FAMILY NM REMARK

F1=          F2=BN30      F3=      F4=      F5=      F6=BR02 FEE INQUIRY
F7=RETURN  F8=FORWARD F9=      F10=     F11=     F12=
ENTER DESCENDENTS LAST NAME, FIRST INIT, DATE
```

All records that match the name or a soundex match of the last name of Doe, J 121993 would be displayed on the screen. If additional records exist the message 'MORE NAMES AVAILABLE—F8' would be displayed. To view additional records use F8 to page forward. If the record displayed is to be processed type "V" by the record. The operator must depress CTRL/ENTER to continue processing. The program will transfer to DN31 to add address information.

```
DN31
LAST NAME DOE          FIRST INT J  MOYR: 1293  COPIES: 01
REC CNTY:

DATE FILED  CERT NO  CHANGE DATE  DATE OF DEATH  STATE OF DEATH
03/01/94    999999      12/16/93     MISSOURI

DECEASED NAME  SEX      COUNTY OF DEATH
JOHN          DOE      MALE         ST LOUIS CITY

CAUSE  SSN  BIRTHDAY  STATE OF BIRTH  RECORDED CITY
300   1234356789  08/21/06  ARKANSAS        ST LOUIS CITY

FATH LAST NAME  NAME ON MATCHED BIRTH RECORD ----- YR ST CERTNO

AMT DUE:      THIS REQ 00001300 AMT REF:
  APPL FIRST LAST      MAIL FIRST  LAST
  NAME
  ADDRESS
  ADDRESS
  CITY      ST  ZIP      CTY      ST  ZIP

ENTER FEE DATA TO PROCESS RECORD          PFK5 = PRINT
                                           FINISHED
```

Once the DN31 screen is displayed you are now ready to enter the information needed to process this record. AMT DUE , APPL, ADDRESS, CITY, ST and ZIP must be entered from application information. Mail address information is optional. The field THIS REQ will have a value of '00001300'

inserted onto the screen. This amount can be changed if necessary to accommodate the request. The AMT REF is the field that can be used if the county/city wants the amount of refund to print on the fee receipt. The second mailing name and address area is optional. After all the information has been entered the operator can now depress F5 if the record can be printed. Refer to ERROR MESSAGES if problem with printing record.

If the record has been printed the operator is now ready to start the next request. The next decedent's information can be typed over the existing name that appears on the screen. Once the CTRL/ENTER key is depressed transfer will be returned to transaction 'DN30' where the new names will appear as requested.

LPHA ISSUANCE BR02/BR03

BR02 - This is an inquiry transaction accessing information for birth/death county issuance system, if a certified copy has been issued using BN30 or DN30.

BR03 - This is an inquiry transaction that displays additional information for a record selected from BR02.

From the BN30/DN30 screens you can use F6 to go to BR02. This will copy the current name you have listed on BN30/DN30, you only need to type the process date and search type to continue.

BR02 - INSTRUCTIONS

The Operator is required to enter registrant's last name, first initial, process month, process year and type of search (birth or death). If the complete required search data is not entered the screen will be cleared to spaces.

BR02

LAST: SMITH **FST:** JPROCMMYR: 092001 **(B/D)** B

The only records that will be displayed are the records pertaining to each individual county. The county is selected based on the operator sign on id. This means each county will be able to only view their records with certificates issued, but will not be able to view data issued by other counties (i.e. Boone county will be not able to view St. Louis County information).

The procmmyr is the process month and year the request was received. If additional months need to be searched, each month and year needs to be entered as a new search.

To view the additional information screen (BR03), type an "I" by the record that you want to view and press CTRL.

BR03 - INSTRUCTIONS

This screen displays type request, county of issuance, date of birth, date of death, sex, number of birth copies, number of death copies, registrant name, applicant name, applicant address, mailing address, date received, date processed, amount of this request, amount received, amount refund, entry operator and entry time. The entry operator is the last 3 characters of the signon.

After viewing the additional information screen the CTRL/ENTER or F7 key can be used to return to the previous screen. The F2 or F3 will take you to the BN30 and DN30 screens.

ERROR MESSAGES FOR PRINT TRANACTIONS

ACCESS REQUEST NOT COMPLETED

This message is displayed when operator doing entry of information and uses the F11 key to print a certificate or record does not security access to print from the transaction.

BP30 NOT DEFINED FOR USERID CONTACT VITAL RECORDS

This message is displayed when VU30 is not correctly set up by transaction. XXXX represents the transaction name that needs to be added to VU30. Supervisors only have access to update VU30.

DP30 NOT DEFINED FOR USERID CONTACT VITAL RECORDS

This message is displayed when VU30 is not correctly set up by transaction. XXXX represents the transaction name that needs to be added to VU30. Supervisors only have access to update VU30.

USERID NOT FOUND CONTACT VITAL RECORDS

This message is displayed when VU30 is not correctly set up for User ID signed on the the system. Supervisors only have access to update VU30.

ERROR MESSAGES FOR BN30 AND BN31

CALL VITAL RECORDS 573-526-0348 FOR HELP

This message is received on BN30 is access has not been completed. Contact the number listed and they will be able to assist you.

ENTER CHILDS LAST, FIRST NAME AND DATE OF BIRTH (MMYY)

This message is received when BN30 is started. The operator must enter the child's last name, first initial and date of birth (mmyy). MM=Numerical month of birth, YY=Year of Birth excluding century indicator. Example: John Smith born February 3, 1980.

Last Name = Smith, First Init = J, Date of Birth (MM YEAR) = 031980.

SEARCH DATE INVALID – REENTER CORRECT INFORMATION

This message is received from the BN30 screen if the search year entered is not numeric. Correct date of search and hit CTRL/ENTER to execute search

RECORD NOT FOUND FOR ABOVE DATA CORRECT AND RETRY'

Verify the operator keyed the correct spelling of child's last name, first initial and month and year of birth. If all information was entered correctly by the operator, then child's record is not on the birth system. Processing is completed for this record because it cannot be issued from the computer.

MUST USE V = VERIFY

The operator needs to type 'V' by the record to select for processing. Once the 'V' is typed and the CTRL/ENTER key depressed the transaction BN30 will transfer to BN31. The Transaction BN31 will display all the information that will be printed on the certified birth copy.

NO RECORD SELECTED CONTINUE

This message indicates to the operator that 'V' was not typed by any record to continue processing. If any displayed record is to be processed type 'V' to continue processing or enter date to execute another search.

MORE NAMES AVAILABLE – F8 TO CONTINUE VIEWING V = VERIFY

This message indicates more names are available to view. To view more names hit F8. To verify an individual record select by using a 'V' by the name to select. Then hit the CTRL/ENTER key to continue.

MULTIPLE RECORDS SELECTED CORRECT AND RETRY

The operator selected more than one record. Select only one (1) record by typing a 'V' by the record to be processed and depress CTRL/ENTER key.

THIS RECORD CANNOT BE VERIFIED, CONTACT STATE OFFICE

This message indicates record cannot be verified using BN31. Contact state office for assistance.

RECORD NOT PRINTABLE, CONTACT STATE OFFICE

This message is received when the child's record can't be issued by the LPHA. The customer should be advised to contact the Missouri Department of Health, Bureau of Vital Records.

CHILD LAST NAME = UNKNOWN, CAN'T PRINT

This message is received when the child's record can't be issued from the computer. The customer should be advised to contact the Missouri Department of Health, Bureau of Vital Records.

AMENDMENT BEFORE SEPTEMBER 1979, CAN'T PRINT

When this message is displayed, LPHA should advise the customer to contact the Missouri Department of Health, Bureau of Vital Records.

AMENDMENT PRIOR TO JUNE 1, 1987, CONTACT STATE OFFICE

When this message is displayed, LPHA should advise the customer to contact the Missouri Department of Health, Bureau of Vital Records.

MOTHER WAS NOT MARRIED - VERIFY ACTION

This message is received as a warning message that the mother of the child was not married. Be aware of who is asking for the record to insure proper issuance of the birth certificate. If the certificate can be issued continue by depressing F5.

DEATH DATA LINKED TO THIS CHILD - VERIFY ACTION

This message is received as a warning message that the child has died. If the certificate can be issued continue by depressing F5.

MUST USE **CTRL/ENTER ** OR F7 KEY TO CONTINUE VIEWING

This message is displayed when all records have been reviewed from multiple pages. Operator should either select record by entering 'V' to verify record or F7 to restart the search or enter new search information and depress CTRL/ENTER.

CHILD NAME TOO LONG – CONTACT STATE OFFICE

MOTHER NAME TOO LONG – CONTACT STATE OFFICE

FATHER NAME TOO LONG – CONTACT STATE OFFICE

This message is received when the child's name, mother's name or father's name may be too long to print on the certified copy of the birth certificate. The customer should be advised to contact the Missouri Department of Health, Bureau of Vital Records.

SEX - INVALID CAN'T PRINT

This message is received when the child's sex is not listed as male or female. The copy cannot be issued from the BN30. The customer should be advised to contact the Missouri Department of Health, Bureau of Vital Records.

RECORDED COUNTY INVALID

This message is received when the recorded county is invalid. The copy cannot be issued from the BN30. The customer should be advised to contact the Missouri Department of Health, Bureau of Vital Records.

MOTHER/FATHER NATIVITY INVALID CAN'T PRINT

This message is received when the mother or father nativity is invalid. The copy cannot be issued from the BN30. The customer should be advised to contact the Missouri Department of Health, Bureau of Vital Records.

ERROR MESSAGES FOR DN30 and DN31

ENTER DECEDENTS LAST, FIRST NAME AND DATE OF DEATH (MMYY)

This message is received when DN30 is started. The operator must enter the decedent's last name, first initial and date of death (mmyear). MM=Numerical month of death, YY=Year of Death excluding century indicator. Example: John Smith born February 3, 1980.
Last Name = Smith, First Init = J, Date of Death (MMYY) = 0380.

RECORD NOT FOUND FOR ABOVE DATA, CORRECT AND RETRY

This message indicates no information was found for the search criteria entered. Verify search information or enter data for another search.

MUST USE: V = VERIFY RECORD

The operator needs to type 'V' by the record to select for processing. Once the 'V' is typed and the CTRL/ENTER key depressed the transaction DN30 will transfer to DN31. The Transaction DN31 will display all the information that will be printed on the computer copy. To print a copy a PF5 or F5 needs to be depressed.

NO RECORD SELECTED CONTINUE

This message indicates to the operator that 'V' was not typed by any record to continue processing. If a record needs to be reviewed, type 'V' to continue or enter another data for another search.

MUST USE **ENTER** KEY OR **F8** KEY

The operator must use the CTRL/ENTER key or the F8 key to continue. They also can enter search for a new record.

MULTIPLE RECORDS SELECTED CORRECT AND RETRY

The operator selected more than one record. Select only one (1) record by typing a 'V' by the record to be processed and depress CTRL/ENTER key.

RECORD NOT PRINTABLE CONTACT STATE OFFICE

This message is received when the decedent's record can't be issued from the computer. The customer should be advised to contact the Missouri Department of Health, Bureau of Vital Records.

OUT OF STATE RECORDING - CAN'T PRINT

This message is received when the record was not recorded in the State of Missouri. The copy cannot be issued and the applicant should be advised to contact the state where the death occurred.

MORE NAMES AVAILABLE – F8 V= VERIFY RECORD

This message is received on the DN30 screen if more names are available. Depress PF8/F8 to resume the search if the record was not found on the first display screen.

MARRIED WITH NO SPOUSE NAME, CONTACT STATE OFFICE

This message is displayed if the death record indicates the decedent was married and a surviving spouse was not listed on the death record. The customer should be advised to contact the Missouri Department of Health, Bureau of Vital Records.

CONTACT STATE VITAL RECORDS FOR COPY

This message is displayed if the death record cannot be issued by the LPHA. The customer should be advised to contact the Missouri Department of Health, Bureau of Vital Records.

MUST USE ENTER OR F7 KEY TO CONTINUE VIEWING

The message is received when a wrong function key is depressed. The operator must either depress the CTRL/ENTER key or F7 key to continue.

DATE FILE INVALID – CAN'T PRINT

DEATH DATE INVALID – CAN'T PRINT

BIRTH DATE INVALID – CAN'T PRINT

COUNTY OF RECORDING – INVALID CAN'T PRINT

SEX INVALID – CAN'T PRINT

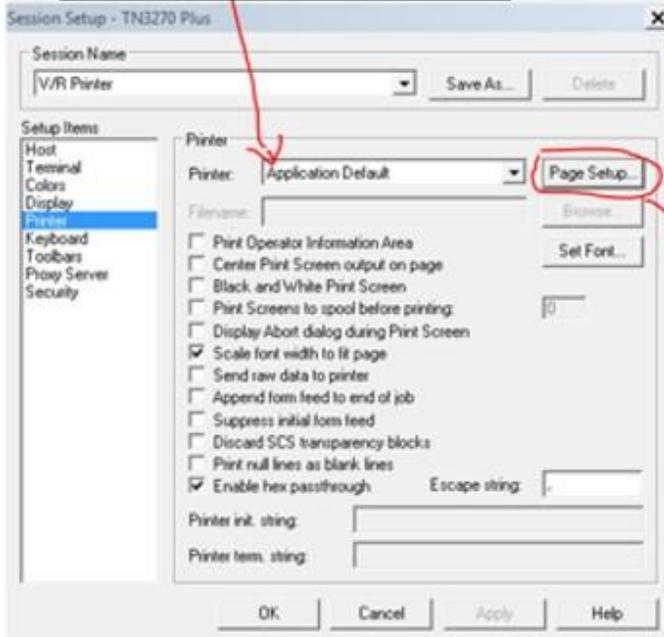
INVALID RESIDENCE STATE - CAN'T PRINT

These messages are received when the data on the decedent's record is invalid according to the message that is listed. The copy cannot be issued from DN30. The customer should be advised to contact the Missouri Department of Health, Bureau of Vital Records.

REQUIRED PRINTER SETUP CONFIGURATION

Printer session setup (Only do this to computers that are using an attached vital records printer)

Press the drop down button  and select the vital records lexmark printer (Do not leave it as application default)



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